CITY OF LANSING REZONING AND SPECIAL LAND USE PROCESS

The rezoning and special land use (SLU) processes take approximately 120 days to complete from the time of application. The following is an outline of the process so that you may keep track of a particular case of interest. Please keep in mind that the meeting dates may change based upon various conditions, so feel free to call and confirm any meeting you wish to attend. For Planning Board or Committee meeting confirmation, call (517) 483-4085. For City Council meeting confirmation, call (517) 483-4177.

1. Application - The applications for rezoning and special land use are typically filed with the Planning Office and should include supporting documents such as a site plan.

Planning Board Activities:

2. Planning Board Public Hearing - The application is referred to the Planning Board that holds a public hearing generally at the first meeting of the month. A public hearing notice is published in the paper which is required, and post cards are sent to all properties within 300 feet of the subject property as a courtesy of the Planning Board (notification by mail is required for the SLU). This meeting is generally held in the City Council Chambers at 7:00 PM, 10th floor City Hall, 124 W. Michigan Avenue. Notification requirements dictate the first meeting at which the Board can hold the hearing.

Public Hearing dates: 1st Tuesday of each month @ 7:00 PM.

This is the best time for comments or questions regarding the rezoning application, but not the only occasion.

- 3. Zoning & Ordinance Committee - The Z & O Committee is composed of members of the Board. After the public hearing, the Planning Board refers the case to this committee for review of the staff report and evaluation of the comments received in order to make a recommendation to the full Board. This committee generally meets at 4:00 PM on the Wednesday the week after the public hearing. They meet in the Conference Room of the Department of Planning and Neighborhood Development. This room is located off the east entrance of the south half of the North Capitol Parking Ramp, 316 N. Capitol Avenue. It is open to the public, but seating is limited and public comment is controlled by the committee.
- 4. Planning Board Decision - After the committee has completed its recommendation the case is referred back to the entire Board for Board action. Generally, this is done at the Board's first meeting following the public hearing. There is a time for public comment prior to the Board's action under the agenda item labeled "Comments from the Audience". This meeting is held in the Council Chambers where the public hearing was held.

The cases may be delayed if not enough Board members are present to take voting action. If there are insufficient members available, this meeting may not be held.

Following the Board's action, the cases are referred to the Mayor and the City Council for their action. Following receipt of the Board's recommendation, the City Council will hold a public hearing prior to taking action.

City Council Activities

City Council Public Hearing - The City Council will hold a public hearing on the rezoning and SLU cases approximately four to five weeks after the Planning Board has taken action. The Council's public hearing for rezoning is only published in the paper, post cards are not sent out, but letters are sent out for SLU cases! The Council meets on Monday nights in the Council Chambers. Please contact the City Council office for the public hearing date established for the case two to three weeks after the Planning Board's action. The City Clerk's office @ (517) 483-4131 can also give you the date once Council has set it. This is the best time to comment to the Council regarding the case you are interested in.

- 6. <u>Committee on Development and Planning</u> After the Council's public hearing it is referred to this committee of the council for a recommendation. This committee meets in the Council Conference Room, 10th floor, City Hall. The public is welcome to attend, but the committee controls the public comment received at this meeting.
- 7. <u>Council Action</u> The committee will then bring its recommendation regarding the case back to the entire Council for final action. Public comment is received prior to taking action at the appropriate place on Council's agenda.

The Council can choose to give a rezoning immediate effect if it is approved; otherwise, it goes into effect thirty (30) days after action to approve.

OTHER:

PROTEST PETITIONS - Prior to Council action, a *protest petition* may be filed by property owners of abutting properties. There are specific requirements for a petition to qualify as a *protest petition*. Please call the Planning Office or the City Clerk's office for these requirements.

CONDITIONS FOR APPROVAL - Conditions of approval may not be placed upon rezoning applications, but conditions may be attached to recommendations for the approval of SLU and PRD cases.

Thank you for your participation in this process.

Susan Stachowiak

Zoning Administrator